



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: December 5, 2012

FR: Deputy Executive Director, Policy

W.L.: 1122

RE: Memorandum of Agreement: Association of Metropolitan Planning Organizations, San Diego Association of Governments, and Atlanta Regional Commission (\$250,000)

This memorandum requests Committee approval to enter into a Memorandum of Agreement (MOA) with the Association of Metropolitan Planning Organizations (AMPO), San Diego Association of Governments (SANDAG), and Atlanta Regional Commission (ARC) in the not to exceed amount of \$250,000 directing AMPO to procure consultant resources for travel model software development, maintenance, and support services on behalf of MTC, SANDAG, and ARC, and outlining the governance principles MTC, SANDAG, and ARC will use in guiding the project.

Background

All large metropolitan planning organizations (MPOs) use travel demand models to inform long range planning efforts. Currently, each MPO separately develops and maintains custom software to apply these models. To obtain better tools at a lower cost, MTC is partnering with SANDAG and ARC to create a single travel model software platform for use by each MPO. The MPO partners should benefit from higher quality software and lower on-going maintenance and support costs.

To fund and implement this consolidated effort, MTC, SANDAG, and ARC are teaming with AMPO. Each MPO will provide funding to AMPO, which will, in turn, procure consultant services competitively. MTC, SANDAG, and ARC will guide all aspects of the project, with AMPO providing coordination services and administrative support for a fee of 10 percent of the consultant contract amount.

The project will last for at least five years and is expected to require, between \$25,000 to \$75,000 annually from each of the three participating MPOs. The first phase of the project is anticipated to cost each MPO \$27,500, and this amount is included in MTC's fiscal year 2012-13 budget. Funding for future phases will be subject to MTC's annual budgeting process.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a MOA with AMPO, SANDAG, and ARC for the procurement of travel model platform software development services as described herein in the not to exceed amount of \$250,000 and authorize the Chief Financial Officer to set aside funds up to \$27,500 for such work in FY 2012-13, and the remaining \$222,500 subject to annual agency budget review.



Ann Flemer

AF:DO

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Memorandum of Agreement

Work Item No.:	1122
Partners:	Association of Metropolitan Planning Organizations Washington, DC San Diego Association of Governments Atlanta Regional Commission
Work Project Title:	Consolidated Travel Model Software Platform Project
Purpose of Project:	To procure consultant resources to provide travel model software development, maintenance, and support services to three MPO partners.
Brief Scope of Work:	AMPO will procure consultant resources on behalf of the three MPO partners to provide travel model software development, maintenance, and support services. The MPO partners will be responsible for overseeing and guiding the project; AMPO will provide coordination and administrative services.
Project Cost Not to Exceed:	\$250,000
Funding Source:	FHWA
Fiscal Impact:	\$27,500 programmed in FY 2012-13 agency budget, \$222,500 in future years subject to annual budget review.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a memorandum of agreement with Association of Metropolitan Planning Organizations, San Diego Association of Governments, and Atlanta Regional Commission to procure consultant resources to provide travel model software development, maintenance, and support services described above and in the Executive Director's memorandum dated December 5, 2012 and the Chief Financial Officer is authorized to set aside funds up to \$27,500 for such work in FY 2012-13, and \$222,500 in future years subject to annual agency budget review..
Administration Committee:	<hr/> Dave Cortese, Chair
Approved:	Date: December 12, 2012